

EFIS Registration Overview

Registration is the process of submitting appropriate corporate or individual information to the Public Service Commission's Electronic Filing and Information System. The required information will be recorded and remain on file until changed or archived. It will be used whenever complaints, inquiries, data requests, or other correspondence requiring it are received.

The first time a consumer or utility company accesses the Electronic File and Information System, they will go to the Registration section. There are four choices for system registration:

- ❖ **Company/Firm**

The Company/Firm is an organization that provides utility services to a body of customers, owns such an entity, or represents a utility in some capacity. This option is used to register a new company/firm (parent company as well as subsidiary companies) with the EFIS to obtain an EFIS-generated company ID. This ID will facilitate further processing. If a parent company has multiple subsidiary companies under which it runs its business, each subsidiary will need to register to obtain an ID number. If a company provides services for multiple utilities, the company will need to complete this screen for each utility service provided. This will result in multiple IDs for a company - a different ID for each utility service area.

- ❖ **Individual**

This option allows a person to register as an individual in the Electronic Filing and Information System. The individual can work either independently or with a company/firm. A person will normally register as an individual. If an individual is associated with a company/firm, an official representative of that particular company/firm must first enter the individual as one of their Contacts. That individual will, when registering as an individual, need to select that firm or company. Once the person registers as an individual in the system, a User ID and password are assigned. Be sure this information is recorded. This user ID and password will subsequently be used to log into the Missouri Public Service Commission's Electronic Filing and Information System.

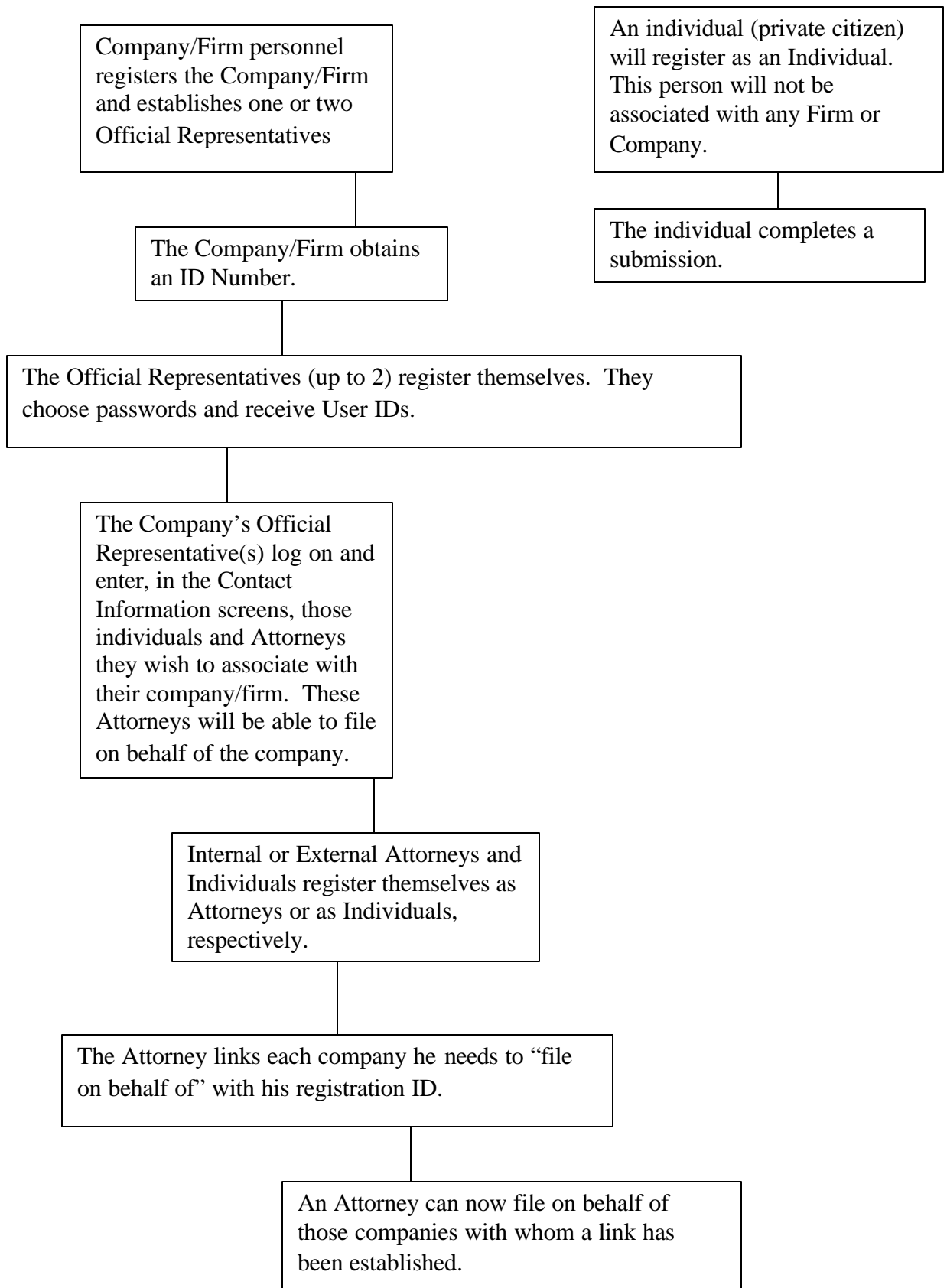
- ❖ **Attorney**

This option is used to register an attorney in the Electronic Filing and Information System. The attorney should be a registered attorney of Missouri, of another US state, or of another jurisdiction. The attorney can register either independently or as associated with a company/firm. Once the attorney has completed registering as an attorney in the system, a User ID and password are assigned and communicated to that attorney online. The attorney will then use that User ID and password to log into the EFIS. When the attorney intends to register as an attorney associated with a company/firm, the attorney must obtain that company/firm's agreement. The attorney will be able to register (again) as associated with that company only after the company's Official Representative has entered that attorney's information in their Contact Information screen. In this manner, one attorney can register as an attorney on behalf of (associated with) as many companies as appropriate.

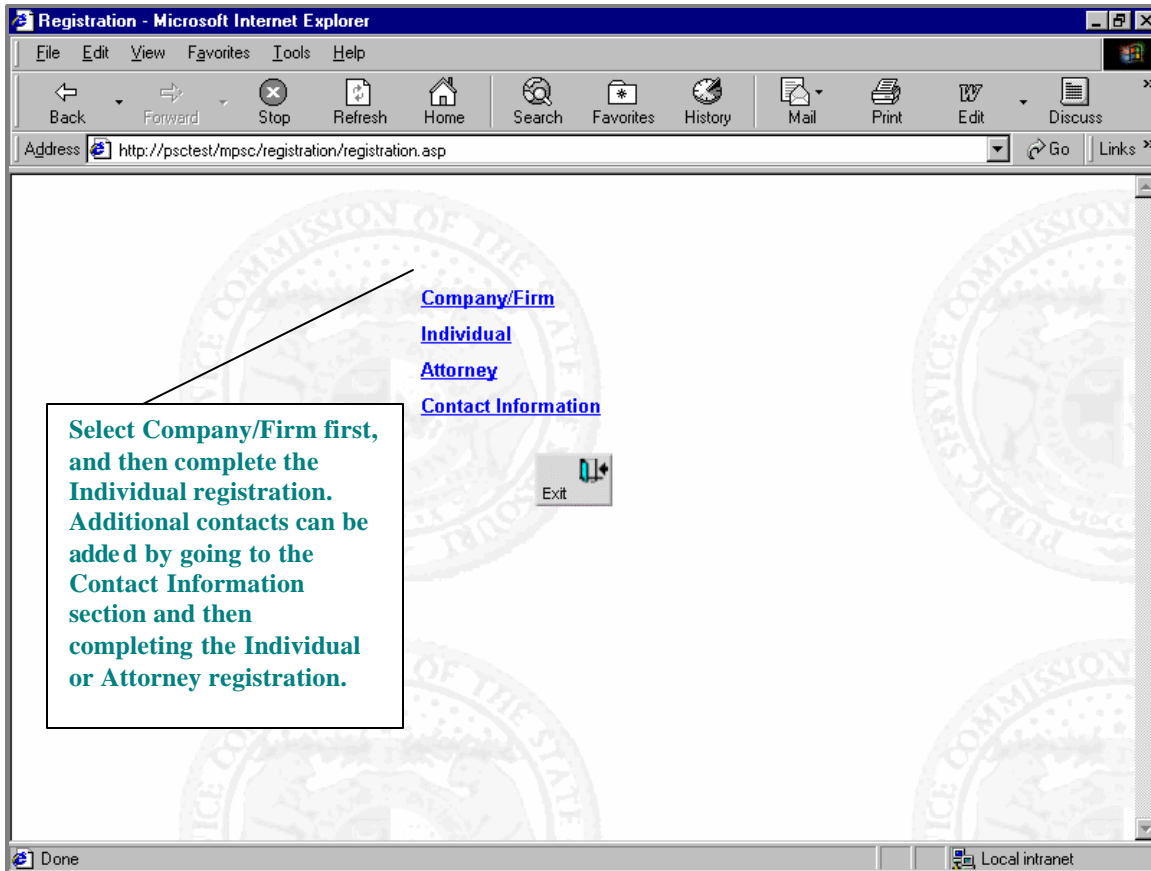
- ❖ **Contact Information**

The Contact Information screen is where consultants, internal or external attorneys, consumers services individuals, or other individuals associated in some way with a registered company/firm are entered. This option allows an authorized individual (a registered Official company Representative) to add individuals and their contact information associated with an area of responsibility. The currently associated list of individuals is displayed in the lower portion of the window. These can be edited as desired. If a company provides different types of utility service (e.g., gas as well as electric) the company's authorized individual (Official Representative) must associate a contact with each type of service through the appropriate Registration/Contact form for each particular logon. (Associating an individual with one of the services does not automatically associate that individual with the other types of services the company may provide.)

Registration Events



Registration Screen



An individual consumer does not need to register to make an inquiry, complaint, or enter comments in the Public Comments section.

Company / Firm

This form needs to be completed to register a new company / firm in the EFIS and to obtain a Company ID number. All mandatory fields (marked with a red asterisk) must be completed. If a company has already registered, the Existing radio button will be enabled and their information can be modified.

Information must be completed for Person 1 who will be the Official Company contact. A second official contact can be added, but this is not mandatory.

After all of the fields have been completed, the information is submitted using the Submit button.

A "Company ID" number will be generated for the Company.

Registration Screens

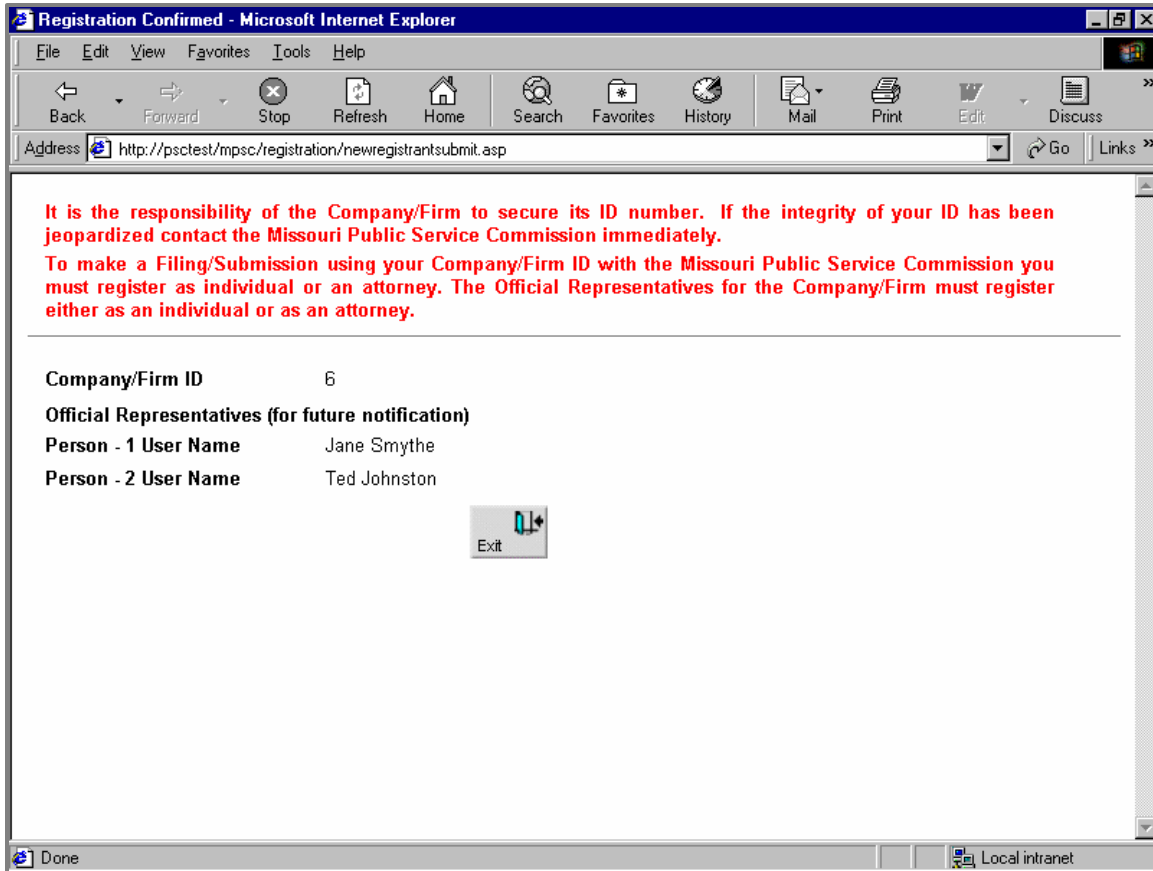
The top screenshot shows the MPSC website with the following navigation links: Registration, Forms/Instructions, Inquiry/Complaints, Filing/Submissions, Agenda, Outage/Incident, View Tariff, Public Comments, and Resources. The 'Registration - Company/Firm' page is displayed, featuring a sidebar with buttons for HOME, LOGOUT, HELP, PSC INTERNET, CONTACT US, TASK LIST, RECALL TASKS, and ADMIN. The main content area lists required fields for registration, including Company/Firm information, Utility Type, and Street Address.

The bottom screenshot shows the 'Person No. 1' and 'Person No. 2 (Optional)' forms. The 'Person No. 1' form includes fields for First Name, Middle Initial, Last Name, Street Address, Mailing Address, City, State, Zip Code, Phone, Fax, and E-Mail. The 'Person No. 2 (Optional)' form includes fields for First Name, Middle Initial, Last Name, Street Address, Mailing Address, City, State, Zip Code, Phone, Fax, and E-Mail. A 'Submit' button is visible at the bottom of the form.

- ❖ Only the representative of a company can edit the information regarding the company and representative.
- ❖ At least one representative should be entered.
- ❖ Only the representative will be able to access the contact information button.

Company / Firm Registration Result Screen

After the Submit button is pressed, the Result page will show the Company / Firm ID number and the name(s) of the contact(s).



Pressing the Exit button will take the user back to the Registration Menu screen.

This will complete the registration of the Company/Firm in the system. Other activities remain to be done. The Official Representative(s) must register as Individual(s) in the system, then individuals and Attorneys must be granted access to file on the Company/Firms' behalf.

Individual Registration

The Individual Registration Screen allows registration of two differing situations – whether associated with the Company/Firm or not. Each of the individuals associated in any way with the Company/Firm must register either as individuals or as attorneys.

- I) The first situation deals with registration of:
 - a) Official Representatives of a Company/Firm
 - b) Attorneys that will represent that Company/Firm
 - c) Individual that have been associated with a Company/Firm's Contact List.

Registration allows these individuals to access EFIS on behalf of the Company/Firm with which they are associated. This access allows the viewing of certain areas as well as the possibility of filing on behalf of the Company/Firm

- II) The other situation is that of a private citizen registering as an individual with no ties to any Company or Firm.

The procedure is much the same. The only difference is that the private citizen or Attorney will not select a Company/Firm with which to be associated when entering logon information. The result is different and is manifested in the User ID generated.

Select the **Individual** link on the **Registration** menu to display the Individual registration screen.

The employees who will file non-case filings (such as tariffs, annual reports, etc.) on behalf of the company need to register themselves as an individual associated with the company/firm's id. This individual registration provides security to the company, so that only selected employees/individuals can view information or file on behalf of the company. The Individual Registration screen is used to register an individual in the system and to obtain an "Individual ID. If the User ID already exists, then after that field is completed, the values in the other fields will autopopulate.

Individual Registration Screen

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Registration | [Forms/Instructions](#) | [Inquiry/Complaints](#) | [Filing/Submission](#) | [Agenda](#) | [Outage/Incident](#) | [View Tariff](#) | [Public Comments](#) | [Resources](#)

Registration - Individual

I am filing this on behalf of myself as an individual, d/b/a, a sole proprietor or an individual representative of a registered Company / Firm. I understand that under Missouri law, non-attorneys are still bound by the same procedural rules. Those rules may be found at [4 CSR 240-2.010](#).

*** Required Fields**

☒ New ☐ Existing

Company/Firm ID (Required if filing on behalf of Company/Firm)

Existing User Id

* First Name

Middle Initial

* Last Name

Social Security Number - -

* Mailing Address

* Street Address

* City

* State

* Zip Code -

* Phone - - Ext

Fax - -

E-Mail

❖ If the company name, first name, last name exists in the system then only the user listed in the initial company registration will be allowed to register as individual for the company.

❖ If an already registered individual wants to register for another company with same User ID then the user must enter the existing User ID in the respective field.

❖ If user is already registered as attorney for the same company then the user will not be allowed to register as individual.

❖ Type the first name and last name same spelling as in Contact Information otherwise the system will not allow to register.

Enter the required information in the required fields. Then select the Submit button. This will take you to the New User ID Assignment screen.

If this is a new registration, an “Individual ID” will be generated and displayed on the Password Screen. The user will then create a password and enter it twice to confirm it.

The user will then enter either the user’s mother’s maiden name or some other memorable name that can be used to identify that person in the future. This will be used in the event the user forgets his/her password.

When the Submit button is clicked, the message, “Remember to save your password” will appear.

Password Screen

New User ID Assignment - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss

Address <http://psctest/mpsc/registration/useridassignment.asp> Go Links

For your User ID, please complete the following:

First Name Kelly

Middle Initial

Last Name Pierson

Create Your Password

Re-enter Your Password

Enter Mother's Maiden Name or other Memorable Name

MESSAGE TO REGISTRANT

Password is case sensitive

Remember to save your password in a secure location for future Filings/Submissions.

Submit Exit

Done Local intranet

After selecting “OK”, the user will be taken to a Result page and given a User ID.

Depending on which type of registration [either I) or II)], the User ID will be generated differently.

If it is a type I) registration where the individual being registered is associated with a Company/Firm, then the ID generated is determined in the following manner:

The first four letters come from the Company/Firm's name

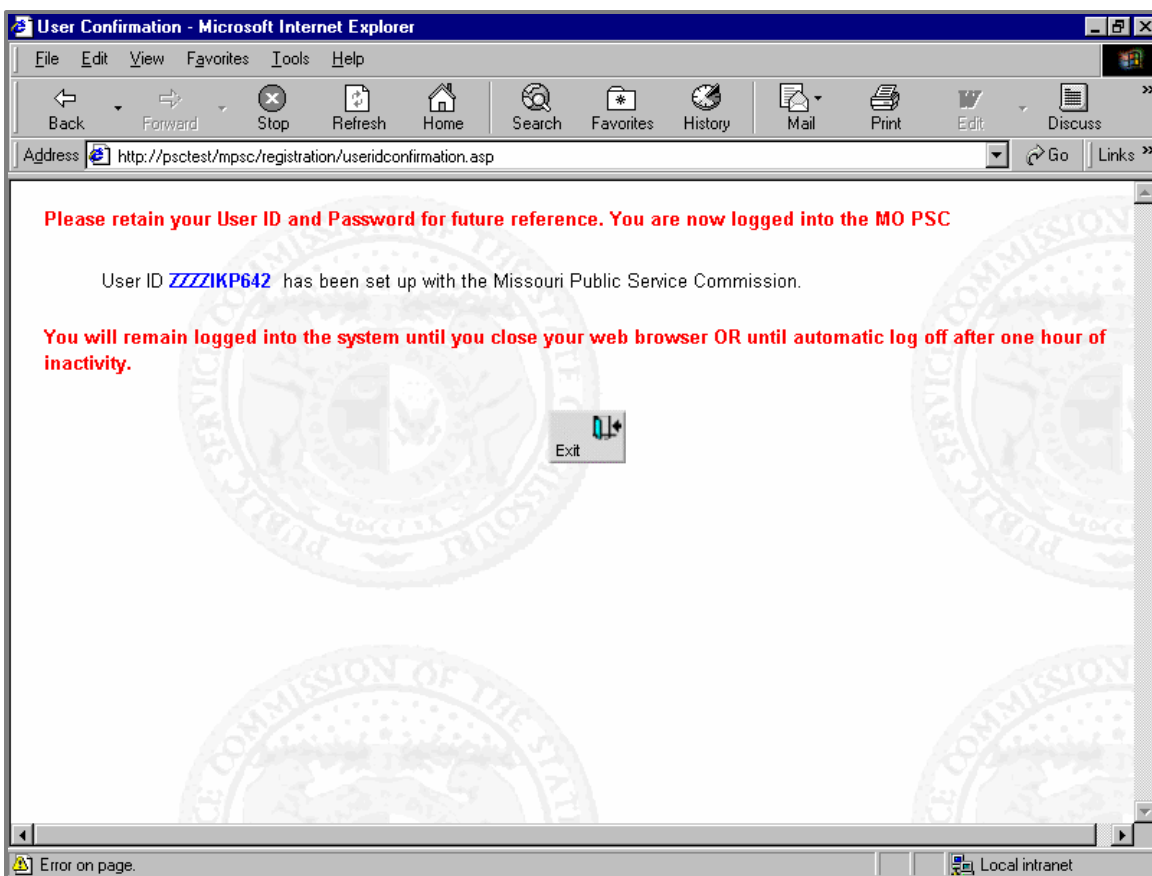
The next letter is an "I" for individual

The next two letters are the initials of the individual being registered

The remaining digits are system generated.

If it is a type II) registration, since there is no Company/Firm associated with the individual, the first four letters are ZZZZ, with the remaining positions determined as above.

Individual Registration Result Screen



When the user presses the Exit button the reminder message, "Remember to save your User ID and password" will appear. Selecting the "OK" button will take the user back to the Registration menu screen.

Contact Information

The Contact Information screen allows registered users and internal staff members to view, add or edit contact detail information for each person associated with the utility company. This action of adding an individual into the system will initiate their obtaining a "Contact-ID".

If a Company/Firm wishes to allow an Attorney to be able to represent the Company/Firm, the Attorney **must** be entered here as a contact for the Company//Firm. It is best if this form is completed before an attorney is registered, but it must be done before the Attorney attempts to create a link with the company.

Internal users will have a dropdown for the Utility Type and Company Name fields.

Contact Information Screen

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Registration | Forms/Instructions | Inquiry/Complaints | Filing/Submission | Agenda | Outage/Incident | View Tariff | Public Comments | Resources

Contact Information

HOME
LOGOUT
HELP
PSC INTERNET
CONTACT US
TASK LIST
ADMIN

* Utility Type: Electric department
* Company Name: Unisys Computers Ltd
* Area of Responsibility: Anaheim, CA 94588

Edit	First Name	Last Name	City	Phone	E-Mail	MO Bar No	Delete
Edit	Allen	Hubert	Gay	333334444444444			<input type="checkbox"/>

Add Delete Exit

Choose the Action you wish to accomplish- Edit an existing contact, Add a new contact, or Delete an exiting contact. Choosing Add or Edit will display the screen on the following page.

The Official Representative should delete users that are no longer to be associated with the Company/Firm.

The Contact Information Entry screen is used to add or edit contact detail information for each person associated with the utility company in the system, as well as associate a “Contact-ID” with a new user/contact.

Enter the appropriate information and then select the Submit button

If the user changes information and tries to exit before pressing the Submit button, the message “Do you want exit before submitting?” will appear.

Contact Information Entry Screen

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Registration | Forms/Instructions | Inquiry/Complaints | Filing/Submission | Agenda | Outage/Incident | View Tariff | Public Comments | Resources

Contact Information Entry

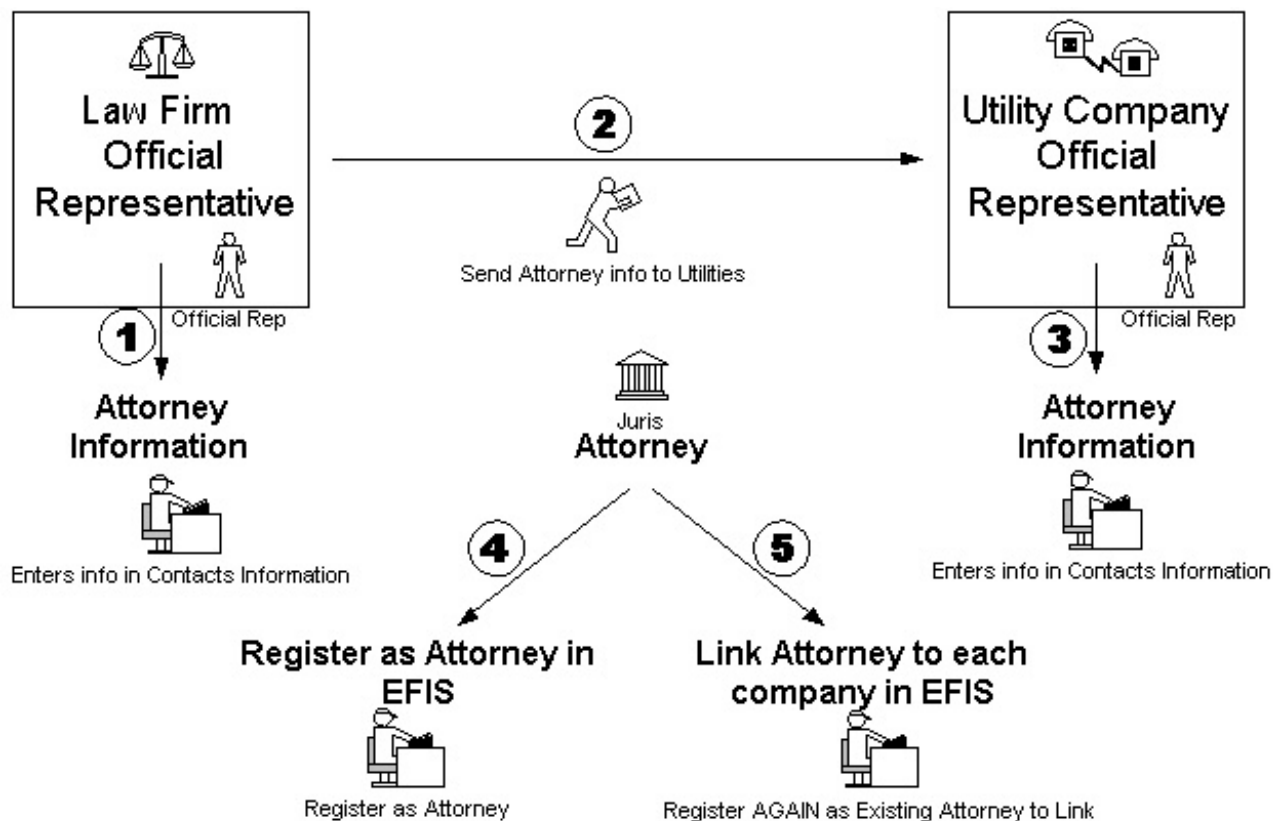
HOME
LOGOUT
HELP
PSC INTERNET
CONTACT US
TASK LIST
ADMIN

Parent Company/ Company/ Firm Name: Unisys Computers Ltd
AKA/ DBA/ Fictitious Name:
Utility Type: Electric department (Municipal)
Area of Responsibility: Anaheim, CA 94588
First Name:
Middle Initial:
Last Name:
Mailing Address:
Street Address:
City:
State: MO
Zip Code:
Phone: - - Ext:
Fax: - -
E-Mail:
MO Bar No.:
Non - MO Attorney State: MO
Non - MO Bar No.:
Submit Clear Exit

- ❖ One person can have multiple areas of responsibility for one company.
- ❖ One person can represent multiple companies.
- ❖ When internal staff members are logging on, then the user will have to select the utility type, utility company and then the area of responsibility.
- ❖ When an external user (representative for a company) is logged on, a select list values will be populated as display fields.

Attorney Registration

Overview of the Attorney Registration Process



1. The Official Representative of the Law Firm for which the Attorney is associated with, will **enter** the Attorney's information into the Contact Information screen of the firm.
2. At this point the Attorney should **contact** those Company/Firms with which they wish to be associated and communicate the exact information regarding how they entered themselves in EFIS.
3. The client Company/Firm must then **enter** the Attorney's information (exactly as given) as a contact in the Company/Firm's Contact Information screen in EFIS.
4. When the Attorney's information has been entered into their "client's" Contact Information screen in EFIS, then the Attorney should **register** in EFIS.

To Register

The Attorney Registration screen located through the Attorney option link on the Registration menu is where an individual begins registering as an attorney in the Electronic Filing and Information System, and through which they will obtain an "Attorney ID".

When the Attorney is being registered for the first time, the New option button at the top is chosen. All required information for the Attorney being registered should then be entered. The Attorney will highlight the Company/Firm with which the registration will be associated. Then when the Attorney clicks in the next field the application will need to do some housekeeping for a few seconds. Input will not be accepted during that time. When the blinking cursor appears in the text box, the Attorney can fill

in the rest of the information. When the required information is entered and Submitted, a new Attorney ID is generated internally and the user is taken to the Password screen (see the Password screen displayed previously). This will allow the Attorney to create a password. After a password has been created, the user will be taken to the Result screen where the User ID will be displayed. This should be recorded.

5. The Attorney then needs to **link** themselves with each client.

To Link

Using the new User ID and password, the Attorney will then log in to EFIS and choose Registration – then Attorney. The screen will display with the **Existing** option button checked. Since the Attorney is already registered, the import of this screen will change. This screen will now be used to modify the Attorneys registration information. This screen will allow the Attorney to be linked to a Company/Firm. To link the Attorney with a company the Attorney will want to “file on behalf of”, the **New** option button must be selected. This will signal EFIS to display those companies that have entered the Attorney in their Contact Information screen. The Attorney must then select a Company/Firm from the Company Firm ID List Box by highlighting it. Then scroll to the bottom and click the Submit button. This will link the Attorney with the highlighted Company/Firm. Repeat this process for each Company/Firm for which it is desired to create a link with the Attorney.

Attorney Registration Screen

The screenshot shows the Attorney Registration Screen. At the top, there are two radio buttons: "New" and "Existing". The "Existing" button is selected. To the right of these buttons is a text field labeled "Pre Existing EFIS User ID". Below this is a section titled "Company/Firm ID" which contains a list box. The list box is open, showing a list of companies: "1-800 Reconex, Inc - Telephone", "1-800-MAX-SAVE - Telephone", "1010123 Americatel - Telephone", and "21st Century Communications - Telephone". A callout box labeled "Used when Linking" points to the "New" radio button. Another callout box points to the list box. At the bottom of the screen, there are three buttons: "Submit", "Clear", and "Exit". The "Submit" button is circled.

Used when Linking

The Attorney will now be able to file on behalf of the linked Company/Firms until the Company/Firm deletes the Attorney from their Contact List.

Whenever an Attorney acquires a new client, after the client enters the Attorney in their Contacts Information screen, the Attorney will be able to link with the new client by following the Link To instructions above.